



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

January 30, 2003

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-45

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Update on 2003 Revised Louisiana State Tax Tables

The revised Louisiana state tax tables were updated in ISIS HR on January 28, 2003, and will be used for Period 03-2003 processing. In addition, any off cycle checks processed beginning January 29, 2003, will be processed using the new Louisiana state tax tables.

Employees for whom taxes were over-withheld may see a small refund of state taxes in any future pay period where a retroactive activity triggers the recalculation of the employee's period 01-2003 and/or 02-2003 payroll result. However, for employee's whose taxes were under-withheld, retroactive processing will not trigger the withholding of additional taxes. Employees who would like to "catch up" the under-withheld taxes should complete an L4 to withhold an additional amount for the required number of pay periods. Employee Administration Offices should enter these additional amounts on the employee's IT210 record in ISIS HR using On-Line Help if the additional amount is to be withheld indefinitely. Use the following instructions if the additional amount is only for a specific number of pay periods:

- Copy the tax record that is currently active and change the start date to the beginning of the pay period to which the additional amount should be withheld. Add the additional amount to the record that the employee wishes to withhold. The system automatically changes the "start" date to the last day of the period and the "to" date is 12/31/9999. This delimits the original tax record.
- Copy the original tax record referenced above and change the "start" date to the beginning of the pay period in which you no longer want the additional deduction. Change the "to" date to 12/31/9999. The system automatically changes the "start" date to the last day of the period the change is being made. This entry delimits the record with the additional amount.

A check message will appear on the period 03-2003 check/earning statement advising employees that their net pay may be different due to state tax rate changes.

Contact the ISIS HR Help Desk for questions related to maintaining the IT210 record. Other questions should be directed to a member of the OSUP Wage and Tax Administration Unit at (225):

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JWC:APH:kmb